

**JOHN CARROLL UNIVERSITY  
PROVOST'S COUNCIL**

John Day, Lauren Bowen, Jeanne Colleran, Sherri Crahen, Barbara D'Ambrosia, Roy Day,  
Kathleen Dean, Dwight Hahn, Jim Krukones, Mark McCarthy, Sheila McGinn, Paul V. Murphy,  
Karen Schuele, Brian Williams, David Wong.

November 22, 2013  
Minutes

Present: John Day, Lauren Bowen, J. Colleran, Sherri Crahen, Roy Day, Kathleen Dean, Dwight Hahn, Jim Krukones, Anne Kugler, Mark McCarthy, Karen Schuele, Brian Williams.

J. Day convened the meeting at 3:10 p.m.

The Minutes of the November 6, 2013, meeting were approved.

John Day announced two additional items to today's agenda:

Information regarding Summer School

Information regarding graduate education

L. Bowen provided an update on the CARE Team. Members are learning that there are very different student experiences that contribute to students being at risk, ranging from taking too many credit hours, to missing class, to a breakdown in advising. L. Bowen noted that students are referred to a trailer section of AR120, which emphasizes development of study skills. The team may look at changing the threshold of four deficient grades to three going forward. She also noted that the team could share data next semester.

B. Williams said that his division is utilizing exit interviews to track the reasons (academic, financial and social/personal) students are withdrawing from John Carroll, in order to be more proactive in student support. He reported that less than 5% of the freshman class was brought in "at risk" and that information was shared with advisors at orientation to be mindful of this group. Policies may flow from the data collected, such as students at risk taking 12 rather than 15 credit hours.

Discussion ensued on how this information is shared with advisors, especially since students need to be aware that they will have to take summer courses if they take only 12 credit hours per semester. L. Bowen noted that the CARE Team could help students make educated decisions regarding dropping a course. A suggestion was made, based on an episode whereby multiple administrators and faculty dealt with the same parent and student, to think about strategy regarding sharing resources and information, so as not to waste time and possibly send mixed messages.

A. Kugler shared information on the past summer's sessions. Courses were analyzed to see which drew the most students and when they were offered. A. Kugler reported it was a banner year for online course applications – 20 – in addition to those targeted last year. Online courses were looked at as a way to educate and retain our own students for summer, and the response to the on-line courses has been excellent. A. Kugler noted that there was discussion with chairs to see how the courses would fit in with our mission, and to determine what the schedule should be like programmatically. She mentioned a possible prospect regarding donor funding for on-line

course development. A. Kugler also mentioned intellectual property issues, and the fact that they varied widely by institution.

J. Day reported on similar discussions around the graduate program. He noted that B. Williams pulled together data on graduate courses to see which students took grad courses – whether tuition paying or Graduate Assistants. The ad hoc committee was asked to write a report on the current state of the program and what they see going forward. J. Day noted a report was prepared for vice presidents showing a lot of activity in some graduate programs, including program development, diversity in programs, and new program proposals.

K. Dean reported on the HLC Self-Study Report, noting they pulled from what was learned doing the self-study to develop the arguments as the last piece to the report. She began by highlighting the portion on Mission, which is our strongest area and one for which we will likely be lauded.

There was discussion and disagreement about some of the narrative regarding tenure and mission. J. Day pointed out that it was interesting to see that some of the recommendations in the report are already being enacted; for instance, we have established a 3-year calendar for tenure documents, recently resurrected the Assessment Advisory Committee, and worked on and improved advising. He noted the importance of the draft reflecting up-to-date information.

K. Dean brought up the criterion on ethics and integrity and said that our coordinated efforts are evident in student retention. John Carroll has done a lot of work in creating a diverse campus; the question is whether it is a climate where everyone feels welcomed. The issues of space and the need to think about it pedagogically were discussed. While assessment was noted as our weakest point, it was also pointed out that we have thought about this seriously for the last 4-5 years, and have a clear path forward that was not there before. We need to make clear that we have a plan going forward. It was observed that the faculty needs to be able to articulate that we have learning goals in place. We also need to have one or more meetings before February with those most likely to interact with the visiting team.

There was discussion on the recommendations section of the report, the order and importance of issues, and the examples used. K. Dean noted that the recommendations don't follow the criteria; instead they are organized the way they best fit. She also noted that this Provost's Council discussion is the most feedback they've received, and that it is helpful to hear.

Discussion continued with suggestions on the prioritization of issues, the varying amounts of narrative from one section of the self-study to another, and the relative proportions of recommendations and rationale. A suggestion was made to not use specific examples.

Additional discussion focused on the faculty governance portion of the recommendations. While faculty representatives agreed with all that was stated, it was suggested that the recommendations could be condensed.

K. Dean again expressed gratitude for the concerns and suggestions. She requested that particular suggestions be sent to her or M. Berg.

The meeting was adjourned at 5:10 pm.

Respectfully submitted,  
Barbara Lovequist